

MINIMUM PLAN SUBMITTAL REQUIREMENTS FOR COMMERCIAL PERMIT APPLICATION



	New Construction	Addition	Remodel & Interior Finish Out	Demolition
“Accepted” Site Plan	X	X		
Site Plan			X	X
Architectural Type Plans	X	X	X	
Egress Analysis	X	X	X	
Before & After Floor Plan		X	X	
Structural & MEP’s	X	X	X	
Energy Compliance	X	X	X	
TDLR Registration Number	X	X	X	
Proof of Asbestos Survey		X	X	X
Impact Fee Payment	X	X		
Plan Review Fee Payment	X	X	X	
SWPPP				X

Two full sets of plans drawn to a verifiable Engineer or Architect’s Scale are required for all submittals

(Clearly legible without the use of magnification)

“Accepted” Site Plan = Approved and “Accepted for Construction” Site Plan that has gone through the formal review process with Planning, Engineering and Building Inspections.

Site Plan = Plot Plan showing property lines, easements, footprint of structure(s), driveways and paving and North arrow.

Architectural Type Plans = Detailed drawings showing all rooms with specific uses labeled; wall details, roof details, door/window schedules, exterior elevations, stair details and accessibility details – framing details to include material type, sizes, spacing and attachment method(s). *If multi-story, floor/ceiling assembly details are required.

Egress Analysis = If more than one point of egress is required, a life and safety plan must be provided detailing out the intended paths of egress to ensure travel distance and exiting is maintained.

Before & After Floor Plan = An existing layout **and** proposed layout clearly distinguishing the proposed construction.

Structural & MEP’s = All foundation and structural elements are required to be designed, signed/sealed by a Registered Professional Engineer licensed in The State of Texas. Any MEP designs affecting a space larger than 5,000sf must be designed, signed/sealed by a Registered Professional Engineer licensed in The State of Texas.

Energy Compliance = For Performance Approach a COMcheck Report/Energy Model must be provided. For Prescriptive Approach, indicate all related Energy factors on the Architectural type plans.

TDLR Registration Number = Projects with a construction valuation of \$50,000 or greater must provide a TABS registration number from The Texas Department of Licensing and Regulation upon submittal.

Proof of Asbestos Survey = All remodel, addition, first time finish out and demolition submittals must provide an asbestos survey for the building area(s) affected before the permit may be issued.

Impact Fee Payment = Impact fees for water, sewer, roadway and parks, as applicable, must be paid before the permit may be issued.

Plan Review Fee Payment = Plan review fee must be paid before the application is accepted for review.

SWPPP = Completed template/plan as applicable dependent upon lot size/land disturbed.

Note to Applicant:

- The above list are minimum submittal requirements; additional information may be required upon further review.

Currently Adopted Codes: 2015 Edition of International Codes / 2017 Edition of The National Electrical Code